



Michael Mroz
Public Works & Parks Director
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**CITY OF HUDSON
PARK BOARD MEETING
TUESDAY, NOVEMBER 5, 2019 5:00 P.M.
CITY HALL COUNCIL CHAMBERS, HUDSON, WI**

1. Discussion and possible Action on the October 1, 2019 Park Board Meeting Minutes

2. New Business:

- a. Request by Hudson Hot Air Affair to use Lakefront Park for a Fat Tire race on Saturday, February 8, 2020
- b. Request by Saint Croix Sailing School to lease space at 18 Buckeye Street for winter storage
- c. Presentation by Hudson Community Pickleball Association on the configuration of the tennis courts at Anderson Park courts to accommodate pickleball
- d. Discussion on the Park Outdoor Recreation Plan

3. Unfinished Business:

- a. Review Request for Proposals received for the Boat Launch Improvements

4. Project Update:

- a. Hudson Chamber of Commerce Lighting at Lakefront Park
- b. Hudson Hot Air Affair "UPLift" Sculpture

5 Items for Future Agendas

6. Adjourn

Pat Casanova
Chairman

Posted on website 10-28-2019 and posted in lobbies 10-28-2019

Notice is hereby given that a majority of the City Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village BD, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Council will not take any formal action at this meeting.

CITY OF HUDSON PARK BOARD MEETING
COUNCIL CHAMBERS, 505 THIRD STREET
OCTOBER 1, 2019

MEMBERS PRESENT Pat Casanova, Paul Deziel, Pam Brokaw, Dan Korum, Mike Kennedy

ABSENT Karen Stankevitz

OTHERS PRESENT Michael Mroz, Ruth Peterson, Michelle Webb, Amanda Hein, Richard Youry, Evy Nerbonne, Carla Timmerman, Michael Lammer, John DeGraff, Deanne DeGraff, Mike Peterson, Dale Schmidt, Justin Farner, Roger Bevers, Marion Webber, Hugh Gwin, and others.

The meeting was called to order by Chairman Casanova at 5:00 p.m.

CONSIDERATION OF PARK BOARD MEETING MINUTES MOTION by Brokaw, second by Kennedy to approve the September 10, 2019 Park Board meeting minutes. MOTION CARRIED.

HUDSON HOT AIR AFFAIR – REQUEST TO TEMPORARILY PLACE THE “UPLIFT ART SCULPTURE” AT LAKEFRONT PARK FOR A 6-MONTH PERIOD BEGINNING NOVEMBER THROUGH APRIL 30, 2020 Michelle Webb, Hudson Hot Air Affair (HHAA), presented a power point presentation on the HHAA’s request to temporarily place the “UPLift “Art Sculpture in Lakefront Park. Webb stated the piece was created by Artist’s Alan and Nicole Milligan for temporary placement in the Landmak Plaza, St Paul, for the summer of 2019. She stated the ice rinks use the space in the winter months and therefore the structure needed to be removed.

Further discussion included the logistics of the art piece, proposed timing for installing, lighting and HHAA liability and responsibilities. The Board agreed to the placement of the sculpture at Lakefront Park (Location A) contingent on an agreement with the HAA of the responsibilities associated with the structure.

MOTION by Deziel, second by Kennedy to approve the UPLift art sculpture to be temporarily placed in Lakefront Park, Location A, and to develop a Memo of Understanding with the HHAA addressing responsibility and liability of the structure. Brokaw rescinded. MOTION CARRIED.

GRANDVIEW PARK FIELD IMPROVEMENTS Mroz stated the Hudson Boosters met with staff to discuss the current condition of the ball fields at Grandview Park. Mroz stated Fields 1 and 4 need infield improvements due to the deteriorating edges causing a noticeable hump that affects ball trajectory.

Mroz stated the estimated cost of the improvements is estimated to cost \$2,784.00. He recommends using funds from the Grandview Park concessions to pay for the improvements.

MOTION by Deziel, second by Brokaw to approve the use of the Grandview Improvements funds for the infield improvements of Fields 1 and 4. MOTION CARRIED.

CITY OF HUDSON PARK BOARD MEETING
COUNCIL CHAMBERS, 505 THIRD STREET
OCTOBER 1, 2019

BOAT LAUNCH IMPROVEMENTS Mroz stated the boat launch continues to have closures due to the high water levels on the river that exceed the 681 flood stage level.

Mroz is recommending a Request for Proposal to develop concept plans, preliminary design and cost estimates to raise the launch and expand the parking lot. He noted this information are required as part of the grant submittal process for potential WI DNR grants, including Tax Increment District funding.

Dezeil recommends seeking out parking expansion options verses giving up river frontage. He also questioned if the launch would be open to the public for parking in the off season.

MOTION by Dezeil, second by Korum to recommend city staff to proceed with a Request for Proposal for conceptual plans for the boat launch improvements and to provide alternative options for expanding the parking. Marion Webber spoke against the expansion of the parking at the boat launch due to the removal of green space. MOTION CARRIED.

GENERAL DISCUSSION ON ADDITIONAL TENNIS/PICKLEBALL COURTS AT ANDERSON PARK No discussion was held.

2020 PARKS OPERATING BUDGET OVERIEW Mroz provided a summary of the proposed 2020 Parks operating budget. He noted the budget does not include any increase to the overall operational expenses for Lakefront Park, Grandview Park and General Parks.

MOTION by Brokaw, second by Dezeil to recommend approval of the proposed 2020 Parks operating budget. MOTION CARRIED.

LAKEFRONT PARK HOLIDAY LIGHTING – MEMORANDUM OF UNDERSTANDING WITH THE HUDSON CHAMBER OF COMMERCE Mroz stated at the September Park Board meeting the Board recommended staff to draft of a Memo of Understanding with the Hudson Chamber that outlines the Hudson Chambers responsibilities for the Lighting of Lakefront Park proposal.

Mroz stated the city will be responsible for the electric used for the display. Noted the lights will be all LED which should be minimal due to the size of the display this year.

MOTION by Dezeil, second by Kennedy to approve the Memorandum of Understanding with the Hudson Chamber of Commerce for the Lighting of the Park display and contingent on review by the City Attorney. MOTION CARRIED.

SAINT CROIX SAILING SCHOOL LEASE RENEWAL Mroz stated the St Croix Sailing School is requesting the city to consider a bi-annual lease agreement for the use of land space at 18 Buckeye Street. The Board reviewed the one-year lease agreement and recommended all leased properties get on the same renewal schedule.

Mroz stated city staff are in the process of compiling costs for improvements at the Buckeye Garage. Information will be presented at a future meeting.

CITY OF HUDSON PARK BOARD MEETING
COUNCIL CHAMBERS, 505 THIRD STREET
OCTOBER 1, 2019

MOTION by Brokaw, second by Deziel to recommend entering into a one-year lease agreement with the St Croix Sailing School for a monthly rental fee of \$100.00 beginning January 1, 2020 through December 31, 2020 and to review the request of a bi-annual lease in the future. MOTION CARRIED.

PROJECT UPDATE:

The Munch Bunch – Goats in Prospect Park Mroz stated the goat grazing project at Prospect Park is done for the season. He stated the grazing program is normally completed in a 2-3 year cycle and plans to request funds in the 2020 community subsidies budget.

Walnut Street Improvements – 1st Street to the Bridge Mroz stated the Alternate bid for the Walnut Street Improvements was approved. Noted the alternate bid is for work to be completed in the spring 2020. It is anticipated this work would be done prior to Memorial Day in 2020.

ITEMS FOR FUTURE AGENDAS Deziel suggested future discussion of a possible splash/waterpark in the city. Mroz stated the Outdoor Recreation Plan is being updated in 2020 and this type of information can be included and added to the future capital improvement requests.

Casanova commented on the need to pursue stairway access from Third Street to Prospect Park. He also suggested that Burton Park ice rink area be “built up” to lessen the water usage for the upcoming skating season.

MOTION by Deziel, second by Brokaw to adjourn the meeting. 5:55 p.m. MOTION CARRIED.

Submitted by,

Deb Andrews
Acting Secretary





Michael Mroz
Public Works & Parks Director
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www.ci.hudson.wi.us

TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director

DATE: October 30, 2019

SUBJECT: Request to use Lakefront Park for a Fat Tire Race on Saturday, February 8, 2020 as part of the Hudson Hot Air Affair special event

BACKGROUND:

The attached map of Lakefront Park shows the fat tire bike race route proposed as part of the Hudson Hot Air Affair to be held on Saturday, February 8, 2020. The race route shown on the map is between St Croix Street and Walnut Street.

- The Hudson Hot Air Affair special event permit will be presented to the Safety Committee on November 7, 2019. The race will be included as part of the permit packet for consideration.
- The city maintains the park trails and the Walnut Street roadway throughout the winter months as time and weather permits.

FUNDING SOURCE:

N/A

RECOMMENDED ACTION:

To review the Fat Tire Bike Race route and to discuss whether the Hudson Hot Air Affair can use Lakefront Park for this event.

City of Hudson Application for Special Event Permit

2020 Hudson Hot Air Affair, Inc.

1. See form
2. See form
3. Site of the event:
 - Parade--Downtown Hudson Second Street from Vine Street to Walnut Street

Downtown Hudson Walnut Street from Second Street to First Street

Staging Area in Municipal Parking Lot north of Wells Fargo Bank

Property Owner: City of Hudson
 - Hot Air Balloon Launch Site and Activities--E.P. Rock Elementary School
340 13th Street, Hudson, WI 54016
Property Owner: School District of Hudson
 - High Noon Hot Balloon Fat Bike Race--Lakefront Park and dike road
Race course from dike road through Lakefront Park north of the dike road.
Property Owner: City of Hudson
 - "UpLift" temporary pergola/balloon installation on dike road of Lakefront Park
Installation from mid-November 2019 through mid-March 2020
Memorandum of Understanding attached
Property Owner: City of Hudson
4. Contract with Hudson School District 1/2020
5. Hudson Hot Air Affair is a community based winter festival and hot air balloon rally that has been held for 30 years in Hudson the first full weekend of February. Activities are held throughout the entire Hudson community with the two largest gatherings of spectators and participants at the Torchlight Parade on Second Street in downtown Hudson and the E.P. Rock Elementary School grounds and cafeteria/gym areas for activities and hot air balloon launches and moon glow. 2019 Hudson Hot Air Affair brochure attached listing all activities and events.
6. November 16, 2019 for "Uplift" balloon installation--thru mid March 2020

February 7-9, 2020 for Hot Air Affair weekend events

Parade time 7 pm on Friday, February 7, 2020

- Hot Air Balloon launches (weather permitting) at 7:30 am and 3 pm Saturday, February 8 and 7:30 am Sunday, February 9, 2020
- Hot Air Balloon Glow or Field of Fire at 6:30 pm Saturday, February 8, 2020
7. Parade—500 to 1,000 spectators depending upon the weather conditions
- Balloon launches—500 to 1,000 spectators depending upon the weather conditions
- Moon Glow or Field of Fire—500 to 1,000 spectators depending upon the weather conditions
8. See attached
9. See attached
10. See attached
11. E.P. Rock Elementary School—drinking fountains available. Concessions, including water, are available Saturday 8 am-8 pm.
- Downtown Hudson—numerous businesses sell beverages, including water.
12. E.P. Rock Elementary School—3 unisex porta-potties, plus 1 handicapped porta-pottie, are rented from Darrel's Septic Service, River Falls, WI for the parking lot area outside the E.P. Rock School building. Inside school restrooms for both sexes available near the school gym. Downtown Hudson—numerous businesses have inside restrooms and have always allowed Hot Air Affair visitors to use restroom facilities. 2 porta-potties will be placed in Lakefront Park for possible use at the new fat tire bicycle race.
13. Downtown Hudson—city garbage collection cans and recycling cans on Second Street.
- E.P. Rock Elementary School—garbage cans and dumpster provided by Hudson School District. Garbage collection monitored by school staff and volunteers.
- Concessionaires encouraged to minimize packaging. Beverages only sold in reusable travel mugs to minimize refuse.
14. Downtown Hudson—illumination by city street lights
- E.P. Rock Elementary School—Moon Glow illumination by school athletic field and parking lot lighting. Additional illumination provided for hot air balloon set up and take down by portable generator and light unit from Ziegler Cat, Shakopee, MN.
15. Downtown Hudson—municipal parking lots and street parking

E.P. Rock Elementary School—limited access for participants and emergency vehicles in

E.P. Rock school parking lot. Spectator parking in Newton Field lot and street parking.

16. Downtown Hudson—telephone service available at downtown businesses and cell phones by participants and spectators.

E.P. Rock Elementary School—school personnel have access to school telephone service plus workers have cell phones. Current cell phone list distributed to volunteers and key personnel prior to start of event each year. Text and email options also available.

All key Hot Air Affair volunteers have 2-way radios for communication between committee members, Hudson Police Department Explorers and key locations. 24 2-way radios rented from commercial vendor each year.

17. Downtown Hudson—Hudson Police Department, Hudson Fire Department and Hudson Police Explorers Group before, during and after parade and fireworks.

E.P. Rock Elementary School—Hudson Police Explorers Group provides access control to the school grounds all day Saturday. Hudson Police and Fire Departments are on site for Moon Glow Saturday evening.

Contact person for all logistics and safety is Ruth Peterson, 735 11th Street, Hudson, WI.

18. Downtown Hudson: Hudson Fire Department on site for fireworks on Dike Road after parade.

E.P. Rock Elementary School: Hudson School District fire protection devices, alarms and extinguishers in school building and school grounds. Hudson Fire Department on site for Moon Glow Saturday night. All hot air balloon pilots required by FAA to carry fire extinguishers. Hudson Hot Air Affair borrows large fire extinguishers from Hudson Fire Department each year and keeps them in the announcer wagon on the launch field.

19. Downtown Hudson: First year with new EMS process. EMS advised of parade route.

E.P. Rock Elementary School: Plans call for EMS on site for Moon Glow. Hot Air Affair committee has designated emergency contact person for triage purposes.

Updated emergency chain of command and contact information provided to all key volunteers each year.

20. Downtown Hudson: Parade announcer stand with 2 speakers at 516 Second Street.

E.P. Rock Elementary School: Event announcer on launch field on Saturday from 7 am to 8 pm and Sunday from 7 am until 8 am. Speakers directed to school grounds assembly. Letter distributed to all E.P. Rock School adjacent homeowners announcing hours and activities of Hot Air Affair each year.

21. Downtown Hudson: Food and beverages sold by Hudson businesses in their locations.

E.P. Rock Elementary School: Food and beverages sold both inside and outside school building. 2020 list of concessionaires provided to City of Hudson prior to event.

Contact person for all school and concessionaire issues is Katie Jones, 1708 Laurel Avenue, Hudson, WI.

22. See 2019 brochure attached

Insurance: Current insurance policy and supporting documentation on file with City of Hudson. Insurance renews each year in January and copy of new policy will be provided when available. The City of Hudson is always named as additional insured. Copies of the Hudson Hot Air Affair insurance policy and policies for all participating hot air balloon pilots are delivered to the City of Hudson during the week before the start of Hot Air Affair weekend activities each year.

The Hudson Hot Air Affair respectfully requests exemption from the ordinance policy requirement of a minimum of bodily injury and property damage of at least \$3,000,000 per occurrence/aggregate plus a \$3,000,000 umbrella. It is requested that the current level of insurance coverage be approved for 2020 Hudson Hot Air Affair. Current insurance certificate and details attached.

Hudson Hot Air Affair 2020—City of Hudson

No Parking Requests for Friday, February 7, 2020

Third Street: 600 block west side of street from Vine Street to alley and 600 block east side of street from Vine Street to alley

Parking Lots

City lot north of PostMark Grille

City lot north of Wells Fargo Bank

Reviewing stand for truck during parade—500 block of Second Street, east side of street

Torchlight Parade for Friday, February 7, 2020

Parade starts 7 pm

Parade permit from State of Wisconsin for Highway 35

Informational sign for traffic to be made by HHAA

Streets around EP Rock School will be determined based upon snow level

Saturday, February 8, 2020: No parking on the corners of Frear and 13th, Summer and 13th and Hoyt from Frear to Summer east side of football field (if necessary)

Moon glow Saturday evening based upon traffic and street conditions

Hudson Police Department Coordination:

The Hot Air Affair will contract with the Hudson Police Department again in 2020 for officer services for the Friday night torchlight parade, during balloon launches and moon glow.

Event activities with Police Department, Police Department Explorers, Fire Department and EMT: Torchlight parade, fireworks, balloon launches, moon glow.

Logistics contacts for Hudson Hot Air Affair

Ruth Peterson (committee lead) 651-271-1305 (cell)

Marv Wenzel 651-829-0201 (cell)

Evy Nerbonne 715-222-5375 (cell)



HAA - Feb 8, 2020
Fat Bike Race - Lakefront Park



Michael Mroz
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TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director

DATE: October 30, 2019

SUBJECT: Request by St Croix Sailing School (SCSS) to lease space at 18 Buckeye Street for winter storage

BACKGROUND:

St Croix Sailing School (SCSS) is requesting use of the Buckeye Garage for winter storage of vessels. This new lease agreement would be a short-term agreement for storage only that would start on December 1, 2019 through April 1, 2020. The City would use the same agreement format that is used with Hudson Boosters and the Rowing Club. Staff also recommends charging the same rate.

NOTE: All other current lease agreements for City owned facilities are charged \$100/month.

RECOMMENDED ACTION: To approve the agreement with St Croix Sailing School for use of the Buckeye Garage for winter storage beginning December 1, 2019 through April 1, 2020 for a cost of \$100.00 per month.

LEASE AGREEMENT –Buckeye Garage

This lease agreement entered into this ____ day of _____, 2019 between the City of Hudson with its offices at 505 Third Street, Hudson, Wisconsin 54016, herein designated "City," and the St Croix Sailing School, Hudson, WI 54016, a non-profit corporation, hereinafter designated "Lessee."

1. The City grants the Lessee permission to lease space at 18 Buckeye Street, Hudson WI identified as parcel ID #236-1508-00-000, Outlot 214 in the City of Hudson (hereinafter referred to as Leased Premises).
2. Lease to begin on December 1, 2019 and end on April 1, 2020. The City also has the right to terminate the Lease Agreement at any time upon given thirty (30) days prior written notice to the Lessee.
3. Rental fee of this lease shall be One Hundred Dollars (\$100.00) per month beginning December 1, 2019 through April 1, 2020.
4. Throughout the lease term, the LESSEE shall maintain in force a policy of public liability insurance insuring itself and the City of Hudson against injury to property, person or loss of life arising out of the use and occupancy of the premises within the limits of at least \$1,000,000 per occurrence and the LESSEE shall furnish to the City, as may be requested from time to time, a certificate of said insurance. The City of Hudson shall be named as an additional insured on the policy on a primary and non-contributory basis.
5. The Lessee shall be responsible for insuring any and all equipment, personal property of any kind that the Lessee keeps on the Leased Premises. The City shall not be liable or responsible in any way for any damage to the Lessee's property kept on the Leased Premises.
6. The Lessee understands and agrees that during the lease period the Lessee shall maintain the Leased Premises in good order, , Any personal property such as equipment, boats, racks, etc., owned by the Lessee and kept on the Leased Premises shall be stored in an orderly manner. Prior to lease expiration the Lessee shall return the site to the condition it was in at the outset of the lease except for modifications approved by the City.
7. Lessee shall be responsible for providing and paying for any additional garbage receptacles and garbage removal services for the Leased Premises.
8. Should Lessee need additional electrical services for operations, it is their responsibility for the installation of electrical services and all monthly fees

associated. Any such installation of electrical services must be approved by the Parks Director or designee prior to installation.

9. Lessee shall hold the City, its agents, officers, and employees, harmless from liability in the event of injury, theft, damage, or other acts which occur on or at the Leased Premises during the Lease term.
10. Any modifications must be approved by the City and done by Lessee must meet all city, state, federal, and riverway codes and may not commence until final approval is granted by governing agencies.

ST. CROIX SAILING SCHOOL:

By: _____ Dated: _____
Signature

Printed Name
State of _____)
County of _____) SS

On this ____ day of _____, 2019, before me, a Notary Public within and for said County, personally appeared _____, representing a corporation under the laws of the State of _____, and that he/she executed the foregoing instrument and acknowledged that he/she executed the same on behalf of said corporation.

Notary Public

ST. CROIX SAILING SCHOOL:

By: _____ Dated: _____
Signature

Printed Name
State of _____)
County of _____) SS

On this ____ day of _____, 2019, before me, a Notary Public within and for said County, personally appeared _____, representing a corporation under the laws of the State of _____, and that he/she executed the foregoing instrument and acknowledged that he/she executed the same on behalf of said corporation.

Notary Public

CITY OF HUDSON

Rich O'Connor, Mayor

Dated: _____

ATTEST:

Jennifer Rogers, City Clerk

State of Wisconsin)) SS
St. Croix County)

On this ____ day of _____, 2019, before me, a Notary Public within and for said County, personally appeared _____ (Mayor) and _____ (City Clerk) to me known to be respectively the Mayor and Clerk of the City of Hudson, and who executed the foregoing instrument and acknowledge that they executed the same on behalf of said City.

Notary Public



Michael Mroz
Public Works & Parks Director
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ph: 715-716-5746
www.ci.hudson.wi.us

TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director

DATE: October 29, 2019

SUBJECT: Presentation by Hudson Community Pickleball Association on the configuration of Anderson Park to accommodate additional pickleball courts

BACKGROUND:

At the previous Park Board meeting, Paul Anderson requested the Board to consider pickleball courts at Anderson Park, however there was no discussion.

The Hudson Community Pickleball Association (HCPA) has since met with Mr. Anderson to discuss the addition of pickleball courts in the open space area, due east of the existing tennis courts at Anderson Park (see attached map).

- *A presentation will be made by the HCPA to utilize this green space and add designated pickleball courts.*

In the current Outdoor Recreation Plan, the Park Board identifies the addition of pickle ball courts at Anderson Park as well as shade plantings, a restroom facility, and walking trails; all of which have been completed.

FUNDING SOURCE:

Currently there are no funds allocated for improvements at Anderson Park. The installation of the pickleball courts would be privately funded through donations and grants.

RECOMMENDED ACTION:

Following discussion, a motion to approve the use of the identified green space for permanent pickleball courts is warranted. Staff recommends adding a 5 year sunset clause to the land dedication, which will coincide with the 2021-2026 Outdoor Recreation Plan.



October, 2019

Anderson Park “Player Days” Attendance Report 2018

June 8, 2018 – September 27, 2018

<u>Month</u>	<u>No Days</u>	<u>Player Days*</u>
June	14	313
July	22	497
August	25	532
Sept	19	389
<hr/>		
Overall	80	1,731

2019

May 2, 2019 – October 20, 2019

<u>Month</u>	<u>No Days</u>	<u>Player Days*</u>	
May	8	204	
June	23	698	
July	25	701	
August	29	922	
Sept	21	489	
October	3?	18	Weather Diminished Play
<hr/>			
Overall	106	3,032	(75% Increase over 2018)

* Total player attendance during period. These numbers do not include estimates of those who did not sign in or the hundreds of untallied players choosing to play indoors at the YMCA during each year.

Another statistic supportive of our player popularity is we provided **23-27 hours** of scheduled pickleball PER WEEK at Anderson Park and **21 hours** per week at the YMCA, mid-October to May.

MDP

11/5/19

Compressed History of HCPA Activity to Build PB Courts in Hudson
Park Board Members Handout

Fall/Winter, 2017 – Full proposal for eight, new pickleball courts at Weitkamp or Grandview parks submitted to Parks Department and Park Board

February, 2018 – New, revised proposal specific to Grandview Park asking that the Park Board amend its 2017 5-year plan to include eight PB courts and to approve the use of park dedication funds for their construction.

March/April, 2018 – HCPA requested the temporary use of Anderson Park by over-stripping four PB courts within the tennis court structure. Paul Anderson fully agreed.

September, 2018 – HCPA submitted another proposal similar to the Feb, 2018, proposal asking instead to fund the construction with City bonding instead of park dedication fees.

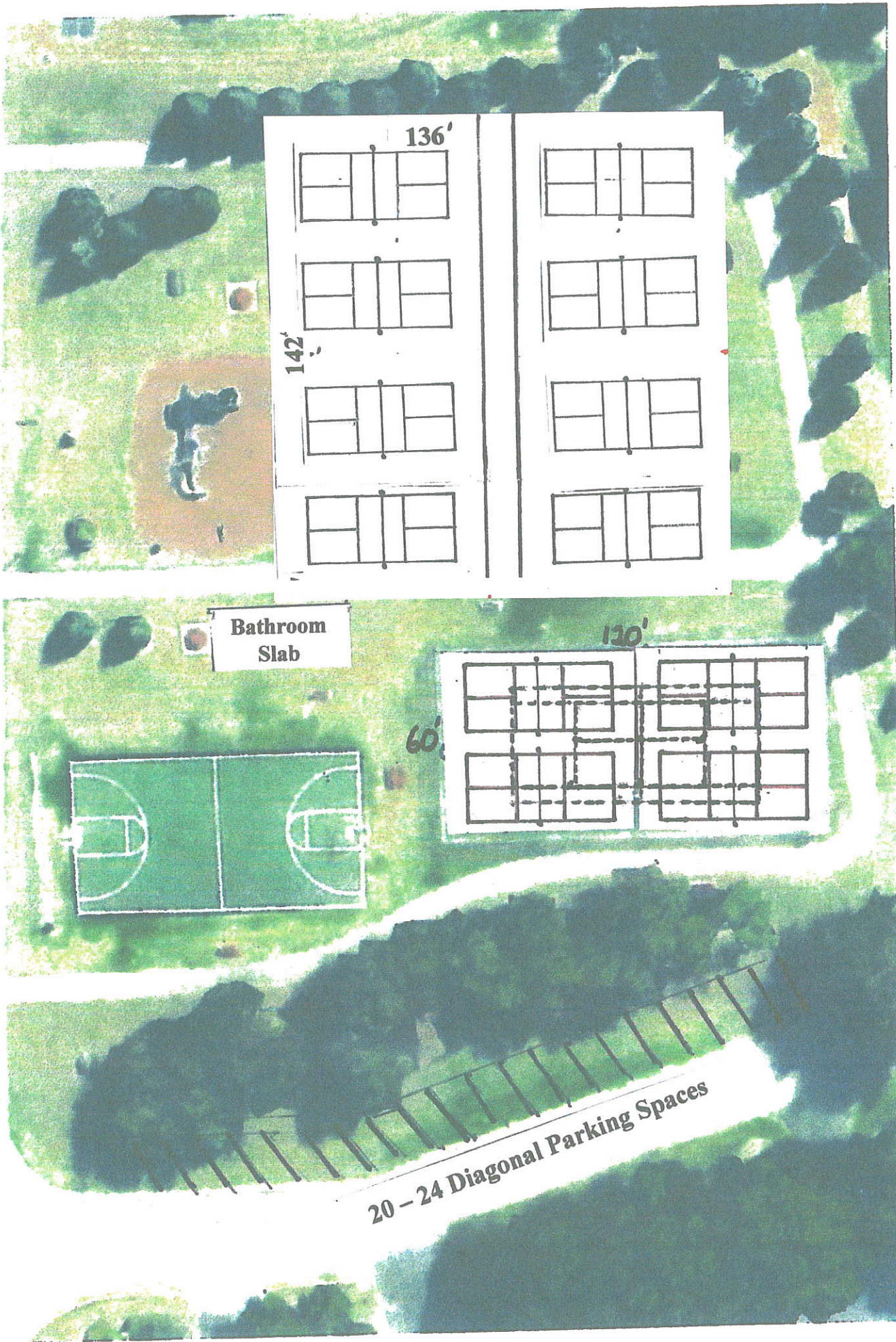
October, 2018 – Considered adding a court, or two, to our temporary Anderson park site using the current basketball court asphalt.

Couple weeks later, received optimistic news that the City had been negotiating with the SCM development project and that land might be set aside for tennis/pickleball court possibilities. If obtained, construction projected to be 2-3 years out.

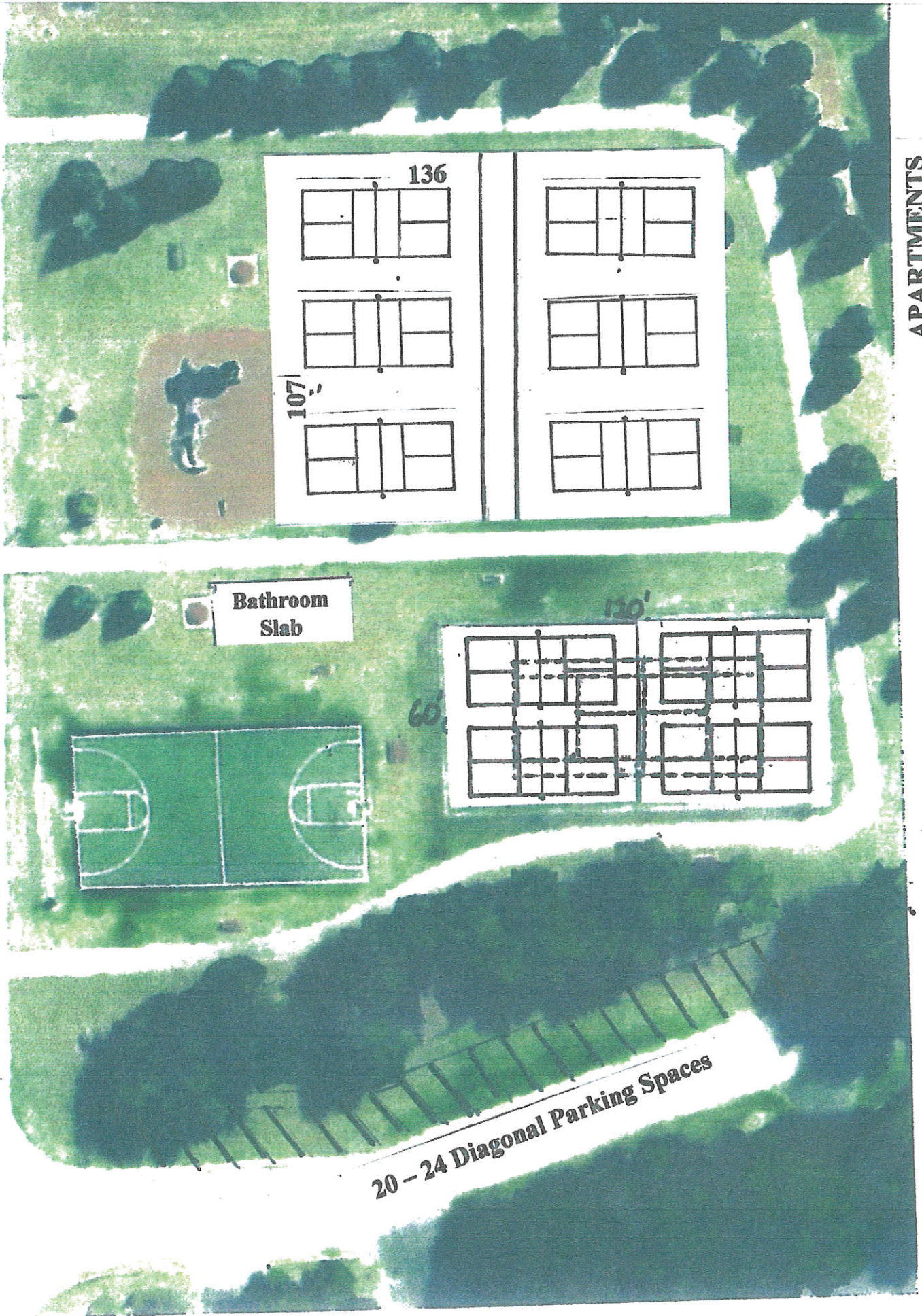
October, 2019 - One year later we still do not have a certain solution to new PB courts. However, Paul Anderson surprised us all by asking the City Parks Department to explore adding PB courts to Anderson Park in the open land east of the current courts.

This has brought you up to our presentation tonight.

APARTMENTS



APARTMENTS



20 - 24 Diagonal Parking Spaces

HCPA Six-Court Pickleball Schematic

A

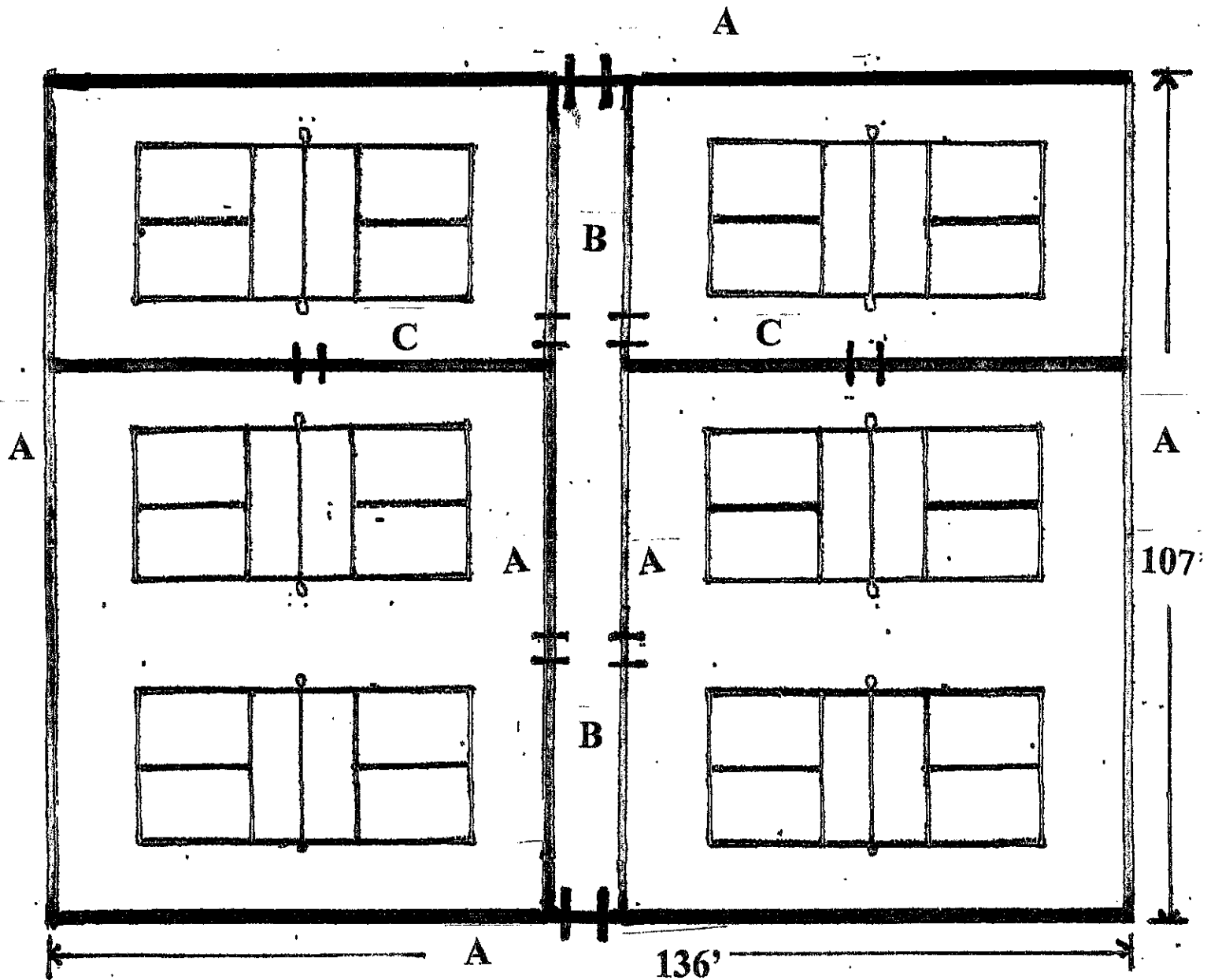
B

C

Six Foot Perimeter Fence
and Sides of Corridor

Entrance Corridor
Waiting Area, Benches

Two Four Foot Dividers
Between Playing Courts





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TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director

DATE: October 29, 2019

SUBJECT: Discussion on the Outdoor Recreation Plan

BACKGROUND:

Every 5 years, the City of Hudson updates the Outdoor Recreation Plan to make changes and help guide decisions. The current plan expires in 2020 and staff would like to start making edits and identify upcoming capital projects over the course of the next 5 years, which will coincide with the Park Impact Fee study that is currently taking place.

Staff would like to have a general discussion on the procedures the Park Board chooses to use throughout the update process.



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TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director

DATE: October 29, 2019

SUBJECT: Review the Request for Proposals for the Boat Launch Improvements

BACKGROUND: Per the recommendation of the Park Board and City Council, a Request for Proposals (RFP) for engineering services for the Lakefront Boat Launch Improvements was prepared. (attached)

- The RFP includes background of the project including the scope of the project. The tasks include preliminary design and deliverables, final design and bidding and deliverables. All proposals were due by October 31, 2019.
- The tentative timeline for the project includes review by the Park Board with recommendation to the Common Council. NOTE: The timeline is critical in efforts to secure grant funds for Summer 2021 construction date.

FUNDING SOURCE:

RECOMMENDED ACTION:

Request for Proposals

Engineering Services for Lakefront Park Boat Ramp Reconstruction

City of Hudson
505 Third Street
Hudson, WI 54016

Proposal Due Date: October 31, 2019

Engineering Services for Lakefront Park Boat Ramp Reconstruction

GENERAL INFORMATION

Date of Request: October 14, 2019

Project Title: Engineering Services for Lakefront Park Boat Ramp Reconstruction

Submittal Date: 4 p.m. local time, Thursday, October 31 2019. There will not be a public opening for this RFP.

Late Proposals: Any proposal received by the City after the exact time and date specified will not be considered.

Withdrawal of Proposals: Proposals may be withdrawn by written notice received at any time prior to the proposal closing date and time. Proposals may also be withdrawn in person by an officer or by a representative of the firm, provided that the representative signs a receipt for return of the proposal.

Submit to: City of Hudson
Attn: Michael Mroz
505 Third Street
Hudson, WI 54016

Please label the sealed envelope of the submittal: Engineering Services for Lakefront Park Boat Ramp Reconstruction.

Three (3) paper copies of the proposal are to be submitted for evaluation by the City. No faxed or electronic proposals will be accepted.

Contact Person: Michael Mroz
Director of Public Works
505 Third Street
Hudson, WI 54016
715-716-5746
mmroz@hudsonwi.gov

PURPOSE

The City of Hudson, WI (City) is seeking proposals from qualified firms who offer integrated engineering and design services specializing in waterfront and park design, and who have expertise in working with recreational boating infrastructure. The proposal is for the engineering services for reconstructing a boat launch at Lakefront Park.

PROJECT BACKGROUND

The City of Hudson's Lakefront Park is a regional recreation destination that includes facilities for walking, biking, swimming, volleyball, and picnicking, along with one playground and a boat launch area to provide access to the St. Croix River. The existing boat launch is comprised of a concrete dual launch ramp, each with a respective loading dock and a functional one-way parking lot that has parking capacity for approximately 40 vehicle-trailer combinations. There are two reasons to consider reconstruction of the existing facility. First, over the past several years, the St. Croix River water levels have been high during significant portions of the spring, summer, and fall that the launch has been unusable. Second, the boat ramp is a popular launch site and it is common for the parking lot to be full by 8:00 A.M.

For these reasons, the City wishes to develop a preferred conceptual alternative that raises or extends the boat launch ramp grade to approximately elevation 684.00. The proposed improvements will also include a dock system that is more flexible and functional with varying river levels and an expanded parking area that addresses the need for additional parking capacity. The concrete was removed and replaced with a temporary breaker run surface.

SCOPE OF PROJECT

The preliminary conceptual design for the project is to raise the entire parking area to an elevation of 684.00 and install a new boat launch to match the new grade. The boat ramp would be of concrete construction, on a 12" thick crushed rock foundation, accompanied by a pier to assist in launching and landing craft. Furthermore, the City wants to explore the option of expanding the parking area to accommodate more users. The City of Hudson has issued this RFP to complete the following tasks:

Task 1. Preliminary Design

Based on the review and assessment of the current design, the selected firm will finalize the conceptual plan based on public input. Items to be considered are as follows:

- Parking lot reconfiguration (current footprint and alternate expansion)
- Design facilities, utilities, and storm water management compliant with Wisconsin Administrative Codes
- Topographic site survey of existing conditions and base maps for design
- Geotechnical investigation and report
- Feedback from Park Board and local citizens

Preliminary Design Deliverables

- Conceptual plans
- Final site/facility assessment
- Copies of all photos taken in fulfillment of this RFP. (*Note: All photos shall be given to the City. The City reserves the right to use these photographs as required for future reference or projects.*)

Task 2. Final Design/Bidding

The selected firm will be responsible for the following:

- Preparation of bid and construction documents including site civil, utilities, storm water management, site lighting, architectural, structural, and landscaping amenities
- Construction budget and bid estimate
- Breakdown of bid documents into smaller/individual projects
- Preparation and filing of the appropriate local, state, and federal permits to successfully move forward and complete the project
- Advertising and bidding of the project along with analysis of the submitted bids and preparation of a recommendation to the City Council for the award of the bid for the project.

Final Design Deliverables

- Construction documents including plans and specifications
- Construction Cost Estimate
- Written Recommendation of Award

PROPOSAL REQUIREMENTS

Proposals that do not address the items listed in this RFP may be considered incomplete and may be deemed non-responsive by the City of Hudson at its sole discretion. It is the responsibility of the consultants submitting proposals to determine the actual efforts required to complete the project. Proposals shall be limited to **no more than ten pages in length** and shall include the following:

1. A brief description of the firm including its experience and the experience of key staff members with similar projects. Brief resumes of the project manager and key technical personnel assigned to the project. Include what portion of the project each person would be working on.
2. Provide a list of relevant projects undertaken or designed by or under the direction of the individual or consultant submitting the proposal. Provide the names, addresses, and phone numbers of three client references.
3. Describe your understanding of the project, the proposed work plan, and the schedule you intend to be followed in order to complete all project deliverables by January 17, 2020 to meet spring grant application deadlines.
4. Provide an exact statement of the services to be provided within the fee proposal. Provide the total cost based on the fee schedule for the billing of services. Provide a schedule of the hourly rate of employees working on this project and out of pocket expenses.

INCURRING COSTS

The City is not liable for any costs incurred by firms prior to the signing of a contract. Expenses incurred in the preparation of submittal, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.

EVALUATION AND SELECTION PROCESS

The City of New Hudson will evaluate proposals and make a decision for award based on the following criteria (in no particular order):

1. Qualifications and experience of the firm and proposed project team with regards to similar boating facility projects
2. Ability to meet design schedule as committed to by the consultant in its response to this request for proposals
3. Evidence that the consultant expresses a clear understanding of the scope of work and that the proposal contains all information requested in the request for proposals
4. Overall quality, professionalism, and completeness of proposal submission
5. References
6. Cost of services

DISCLOSURE

All information in a Consultant's proposal is subject to public disclosure under the provisions of Wisconsin law.

TENTATIVE PROJECT TIMELINE

The following timeline represents the City's best estimates for the completion of major milestones regarding this RFP:

Submission of Proposals to City: October 31, 2019

Review of Proposals by Park Board: November 5, 2019

Selection of Finalist & Approval of Contract: November 18, 2019

Develop Detailed Engineering Design: November 19, 2019 through January 17, 2020

Advertise for Bids and Secure Construction Contractor: Summer 2020 (dependent on securing grant funding).

Construction: Summer 2021

CONTRACT AWARD

It is the City's intent to review all respondent qualifications and proposals conscientiously and to select a candidate based upon selection criteria. Should the City believe it would be in the best interest of the City, it may enter into negotiations with any of the Consultants until a contract sum can be finalized with the successful candidate. Furthermore, the City reserves the right to modify the scope of the project based upon estimated costs and organizational needs.

The City reserves the right to waive any irregularities in any proposal and to select the proposal that is most advantageous to the City. The City and its representatives reserve the right to reject any and all proposals or to request additional information from any respondent or from all respondents.